

Governor's Office for Children, Youth & Families
Job Description

Job Title: Out-of-School Time Program Administrator
Division: Division for Community and Youth Development
Reports To: Division Director

To Apply: Submit Cover Letter & Resume to:
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Division for Community and Youth Development
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The Out-of-School Time Program Administrator works as part of a team in the Governor's Office for Children, Youth and Families (GOCYF). The GOCYF keeps Arizona families safe, strong and prosperous by providing resources, promoting citizen engagement, and leading innovative projects to strengthen and empower families and communities. The GOCYF distributes approximately \$20 million a year in grant funds to communities and programs statewide. Through the Divisions for Children, Women, Substance Abuse Policy, Community and Youth Development, School Readiness, Community Relations and Finance issues addressed include safety, civic engagement, economic stability, health, lifelong learning and responsive government.

The Governor's Division for Community and Youth Development (GDCYD) manages and distributes funding and works to support issues around national service, service learning, volunteerism, positive youth development, mentoring, out-of-school time, and youth workforce development throughout Arizona.

The **Out-of-School Time Program Administrator** is responsible for administering the Child Care and Development Fund (CCDF), the Governor's Mentoring Initiative and is an important member of the Arizona Statewide Youth Development Task Force's implementation team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Grant Management – Directly administers the Child Care and Development Fund grant which provides funds to sub-grantees to improve the quality and increase the availability of early childhood education/child care and before-and-after school care services.

Advisory body staffing/group facilitation – Provides oversight to advisory body meetings, including the development of meeting schedules and agendas, completion and distribution of meeting minutes, scheduling of presentations, and supporting outcome-oriented activities of the commission sub-committee.

Community collaboration – Serves in a leadership role in the community and brings community stakeholders together to coordinate specific initiatives for meaningful systems change. Must be skilled at working as a team member in various community endeavors related to the support, engagement and recognition of youth.

Conferences/Trainings/Events – Supports the development and implementation of annual/biannual statewide, community and youth development conferences, trainings and events.

Project Coordination – Serves as point person and lead coordinator for Governor’s Mentoring Initiative (GMI). Staffs the GMI Committee and incorporates committee input into GMI activities and efforts during National Mentoring Month (January) and throughout the year.

Fiscal management – Contributes to the development and monitoring of budgets, as appropriate.

SKILLS AND ABILITIES

- Expresses oneself clearly and accurately, both orally and in writing, and can effectively present information to commissions, top management and/or public groups.
- Demonstrates dedication to working closely and cooperatively with diverse staff, commissions, youth, families and partnerships.
- Problem-solves, manages ambiguity and handles adversity in a complex bureaucratic environment under high pressure and with important deadlines.
- Works both independently and as part of a team with minimal supervision and can organize and prioritize work assignments.
- Commitment to life-long learning and professional development.
- Possesses a sense of humor, high ethical professional standards, and a multi-cultural perspective.

WORK REQUIREMENTS/QUALIFICATIONS

- Bachelor’s (BA or BS) degree or equivalent required; two years experience in an administrative professional capacity or project coordination.
- Ability to pass state criminal background check.
- Experience in youth development and community collaboration.
- Experience in working directly with youth.
- Experience in developing and implementing training.
- Experience in managing grants and contracts.
- Strong written and verbal communication skills.
- Aptitude and interest in learning about youth development.
- Computer experience including Microsoft Word, Excel and PowerPoint and comfortable acquiring new technology skills.
- Availability for occasional travel (in state and out of state) and work on some nights and weekends.